




Maria
Plamenova Ruseva

DATE OF BIRTH:
10/09/1987

CONTACT

Nationality: Bulgarian

Gender: Female

 Sofia, Bulgaria, null
1336 Sofia, Bulgaria

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 ez-prevodi.eu

WORK EXPERIENCE

04/2008 – 04/2008

freelance translator

Nadia Radeva

translating texts from Chinese to Bulgarian

Hipodruma bl.114A, 1612, Sofia, Bulgaria

07/2008 – 07/2008

Translator

Svetla Stefanova

translating texts from Chinese to Bulgarian

www.OnLinePrevodi.com, 4000, Plovdiv, Bulgaria

10/2008 – 10/2008

Translator

Karl Aladjov

translating texts from Chinese to Bulgarian

Sofia, none, Sofia, Bulgaria

06/2010 – 06/2010

Translator

Ekaterina Dobrygina

translating a song from Russian to Bulgarian and Chinese

none, none, Moscow, Russia

06/2010 – 06/2010

Translator

Radka Staneva

translating texts from Bulgarian to English

Tsar Todor Svetoslav str. #17b, fl.2, 5000, Veliko Tarnovo, Bulgaria

07/2010 – 07/2010

Translator

Gerhard Herzet

translation of religious text from English to Bulgarian

Verdener Straße 29, 29640, Schneverdingen, Germany

01/12/2010 – 01/02/2011

Researcher

All Data Processing

Researching Chinese companies in the Internet

Cyril and Methodius str. № 24, Sofia, Bulgaria

04/2011

Translator/ Interpreter

"Astra AMM" OOD

Providing translation services to/ from Chinese, English

Bulgaria

13/06/2011 – 30/09/2011

Legal secretary

"Dimitrov, Petrov & Co." Law Firm

Organising schedules and activities for the company

Todor Alexandrov Blvd, №28, fl.7, 1303, Sofia, Bulgaria

11/04/2011 - 01/2012 - Sofia, Bulgaria

Translator/ Interpreter

State Agency for Refugees

Providing translation/interpretation services to/from Chinese, English, Bulgarian. Translations of refugee documents, interpretations during the interviews of the refugees

Monte Video Str., 21, Sofia, Bulgaria

04/2012 - 04/2012

Translator

Tucaj Bulgaria

Translation of company and accounting documents from/to Bulgarian and English languages

Silistra, Bulgaria

01/10/2011 - 05/09/2013 - Sofia, Bulgaria

Translator, Proofreader

PREVODACHI.EU LTD

Translation and proofreading different types of texts

Communication with translators and interpreters

Interpretation for clients before the court, notaries, business negotiations

Maintenance of translators data base

Manager of Section Translations and Quality - August - September 2013

Sofia, Bulgaria

10/09/2013 - CURRENT

Freelance Translator/Interpreter

Translations from and to English, Chinese, Bulgarian languages of different types of documents - See Recommendation

Participation in translation of documents for different public procurements:

- "Construction of an integrated system for surveillance along the border with the Republic of Turkey"

- "Project pipelines identification to support from KIDSF - High priority project facility for energy efficient municipal street lighting"

- "Delivery and implementation of Motion Control Rig under grant contract"

- "Residential Alarms and monitoring services for an Embassy in Sofia"

- "Delivery, mounting, and integration of Intelligent Transport Systems (ITS) on the territory of Capital municipality, Bulgaria"

- Public Procurement for "Creation of Monitoring System for the Public Transport in the town of Plovdiv"

- Rehabilitation of Water Supply and Sewage Network Including New Construction of a WWTP for town of Asenovgrad, town of Dobrich, town of Varna and town of Vidin

- Construction and installation works under project for rehabilitation and renovation of street lighting in 10 residential areas in Tvarditsa Municipality

- National Programme for prevention and control of the tuberculosis in the Republic of Bulgaria for the period of 2012 -2015

- Internal Procedures of LC WAIKIKI

Translation in the following fields:

- market evaluations of real estates
- educational documents
- company documents (certificates of good standing, contracts, power of attorneys, court registrations, court decisions, claims, company presentations, accounting documents/ reports, audit reports)
- web-site contents
- tourism
- medical presentations and reports
- medical documents
- presentations (hotels, cultural festivals, galleries, wineries)
- personal documents (ID documents, passports, invoices, diplomas and their supplements, letters, graduation reports, personal references, certificates, declarations, power of attorneys)
- subtitling

Interpretations:

in court

business negotiations: sports equipment, wine, construction, real estate

business negotiations over telephone

interpretation before Notaries

interpretation in a print house

accompanying foreign citizens in Bulgaria

Sofia, Bulgaria

01/01/2014 – CURRENT

Translator

Translation Agency Karado

Translation of documents from/to Bulgarian and English languages in the fields of corporate documentation, legal documentation, personal documentation, public procurements

Sofia, Bulgaria

02/2014 – 02/2014

Interpreter

Milena M Veliko Tarnovo

Interpretation at a business negotiations between a winery and a potential Polish client

Veliko Tarnovo, Bulgaria

04/2014 – 04/2014

Translator

Adis Plovdiv

Translation of labels from Bulgarian into Chinese

Plovdiv, Bulgaria

05/2014 – 05/2014

Translator

Rosita SD

Participation in a project for translation of legal documentation

Stara Zagora, Bulgaria

03/2014 – 06/2014

Translator/ Interpreter

Lega Trans

Translation of report "Management of change through experience and knowledge"

Interpretation at a between the Agency for Child Protection and specialists from Europe

Translation of reviewed report "Management of change through experience and knowledge"

Sofia/ Dupnitsa, Bulgaria

09/2014 - 10/2014

Translator

Kiril Kardashev

Translation of booklet for annual fish "ABC for beginners"

Sofia, Bulgaria

01/2015 - 02/2015

Translator

Concourse LS

Translation of medical documentation from Bulgarian into English language

Florida

02/2015 - 06/2015

Translator

Babylon Translations

Translation of different documents from Bulgarian and English languages. Types of documents include:

- tender documentation
- educational documentation
- company documentation
- personal documentation

Plovdiv, Bulgaria

04/2015 - 04/2015

Translator

Ani Lefterova

Participation in a project for translation of a web page from Bulgarian into English language.

Sofia, Bulgaria

04/2015 - 05/2015

Translator

Veselka Krasteva

Participation in projects for translation of a manual for sports shoes and translation of safety sheets

Varna, Bulgaria

07/2015 - 12/2015

Translator

Evelina Bankova

Translation of different documents from Chinese to Bulgarian

Sofia, Bulgaria

10/2015 - 01/01/2016 - Sofia, Bulgaria

Translator

Mila Malli

Translation of different documents from Chinese to Bulgarian
Sofia, Bulgaria

02/2016 – 31/10/2019 – Sofia, Bulgaria

Translator

Foundation "Sunshine for our Kids"

Translation and interpretation in the following fields:

- adoption documentation
- adoption reports from the US
- medical certificates of children
- accompanying parents during their first visit in Bulgaria and accompanying them in the orphanages
- interpretation for the future parents during their stay in relation to daily activities and visits to various cities/towns in Bulgaria
- translation of personal/federal documents provided by the US authorities
- translation of different Forms related to adoption and provided by the US authorities
- organizing the communication between the future parents and the adoption agency (both in Bulgaria and in the US)
- accompanying the parents during their final visit in Bulgaria for finalization of the adoption process
- translation of correspondence and all other types of documents related to children profiles and the adoption process

Sofia, Bulgaria

03/2016 – 01/01/2017 – Sofia, Bulgaria

Translator

Teoguena

Translation of various documents to and from Bulgarian language

Fields:

- educational documents
- contracts
- tender documentation

Sofia, Bulgaria

04/2016 – CURRENT

Project Manager

Prevodachi.EU

- coordination of different projects with clients and translators
- translations review/proofreading/editing
- translations/interpretations
- communication with new and current translators
- translator recruitment
- communication and servicing clients
- office management

Sofia, Bulgaria

07/2016 – CURRENT

Translator

Chengdu Best Translation

Translation/proofreading/editing from and to English/Bulgarian

- User manuals
- Privacy policies
- User Agreements
- Personal Documents
- Technical specifications
- Website translation

Chengdu, China

01/2017 – 01/01/2018

Translator

Produccion Morote Traducciones

Translation of various materials from English to Bulgarian
Spain

04/2017 – 04/2017

Translator

Translation Agency Viana

Translation of documents from Chinese to Bulgarian
Sofia, Bulgaria

05/2017 – 05/2017

Translator

Monyo Kartalev

Transcription in English
Sofia, Bulgaria

01/01/2020 – 01/03/2020

Translator

Georgi Stamenov

- translation of Declarations and Power of Attorneys from and to
English/Bulgarian, notarization
Sofia, Bulgaria

01/01/2020 – CURRENT

Translator

Motaword

Translations from/to English/Bulgarian in the following fields:

- investments - translation of company documents for Trading 212 Ltd.
- games descriptions - The Sims 4
- software translation - personnel management software
- website translation - part of the team translating the website of Copernicus Marine Service

New York

01/02/2020 – 01/02/2020

Translator

Metafrasi

- translation of an autopsy and death certificate from Chinese to
Bulgarian
Sofia, Bulgaria

08/2020 – CURRENT – San Francisco, California, United States

Translator/Editor/Proofreader

Lilt Ltd

- Translation/review of technical computer content for Intel
- Translation/review of user manuals for Bullit

01/2021 – 01/2021 – Sofia, Bulgaria

Translator

Alpha Center

Translation of a Technical Certificate for Application of International Standards from Chinese to Bulgarian

02/2021 – CURRENT – Sydney, Australia

Test reviewer

The Migration Translators

Evaluation of the consecutive/simultaneous and sight translation exams of prospective interpreters for Immigration Services in the US. Observing compliance with different criteria and entering the results of a candidate in client's system

04/2021 – 04/2021 – Sofia, Bulgaria

Translator

Classic Group

Translation of a Court summon from Chinese to Bulgarian

EDUCATION AND TRAINING

15/09/2001 – 24/05/2006 – -----, Silistra, Bulgaria

Secondary education

"P.K.Yavorov"

studying English

Field(s) of study

- English

secondary education

01/10/2006 – 23/06/2010 – Teodosii Tarnovski #4, Veliko Tarnovo, Bulgaria

translator

VTU "St.Cyril and st.Methodius"

Applied linguistics- English and Chinese

Field(s) of study

- applied linguistisc with English and Chinese

bachelor

05/2020 – 05/2020 – Sofia, Bulgaria, Sofia, Bulgaria

A 1.1 Level in Italian language

The Campster

<https://www.thecampster.com/>

LANGUAGE SKILLS

MOTHER TONGUE(S): Bulgarian

OTHER LANGUAGE(S):

English

Listening C2	Reading C2	Spoken production C2	Spoken interaction C2	Writing C2
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Chinese

Listening B2	Reading B2	Spoken production B2	Spoken interaction B2	Writing B2
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Russian

Listening B2	Reading C2	Spoken production A1	Spoken interaction A1	Writing A2
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Italian

Listening A1	Reading A1	Spoken production A1	Spoken interaction A1	Writing A1
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ORGANISATIONAL SKILLS

Organisational skills

- Able to work under pressure
- Capable of working with very tight deadlines
- Very organized
- Able to work in a team
- Ready to learn new skills

COMMUNICATION AND INTERPERSONAL SKILLS

Communication and interpersonal skills

- Very good in team work
- Able to manage professionals/groups of professionals for delivering the best possible results
- Able to lead and maintain discipline and good work
- Very good communication skills

JOB-RELATED SKILLS

Job-related skills

Able to work with:

MemoQ

SDL Trados 2011-2017

Microsoft Office

Adobe Reader

Notepad++

AbbyFine Reader

Subtitle Workshop